Sample Generic GME Calendar

Note: This sample calendar is designed to show the academic year in chronological order. It is recommended to add any specialty specific items (i.e. in-training exam, specialty meetings, chief resident selection) as well as any GME specific items (i.e. reappointment requests, training license renewals, graduation certificate requests). In addition, programs should adjust the timing of activities to correspond with their specialty and/or hospital requirements.

**JULY**

1. Hospital orientation (fellows, advanced standing, late start)
2. Departmental orientation
3. Update resident information in ADS, specialty boards
4. GME track; Update FREIDA
5. Collect information for APE
6. Collect information for ACGME annual update
7. Begin preparing for recruitment season
8. Ensure final evaluations are complete
9. Ensure all are aware of any changes implemented for the new academic year
10. Ensure all residents are fully complete in residency management system

**AUGUST**

1. Complete ACGME annual ADS update
2. Begin working on APE
3. Finalize recruitment materials.
4. Ensure ERAS is accessible
5. Block out interview days/times for faculty
6. Block out time for residents to participate in interviews
7. Schedule rank meeting date
8. Send out evaluations for July
9. Run duty hour report

**SEPTEMBER**

1. Focus on recruitment this month
2. Determine procedure for reviewing and screening applicants in ERAS
3. Block out CCC meeting for December
4. NRMP opens
5. Educate yourself on any sponsored visas and requirements
6. Send out evaluations for August
7. Run procedure log report (if applicable) to jump on any issues
8. Run duty hour report

**OCTOBER**

1. Focus on recruitment this month
2. Ensure faculty understand how to interview
3. Schedule APE meeting
4. Send out evaluations for September
5. Follow up on outstanding evaluations
6. Look at potential week(s) for resident semi-annual evaluation
7. Run duty hour report

**NOVEMBER**

1. Focus on recruitment this month
2. Conduct APE
3. Send out evaluations for October
4. Follow up on outstanding evaluations
5. Schedule resident semi-annual evaluation; prepare evaluation packets
6. Confirm CCC; prepare evaluation packets
7. Run duty hour report

**DECEMBER**

1. Focus on recruitment this month
2. Conduct CCC; complete Milestone report for ACGME
3. Send out evaluations for November
4. Follow up on outstanding evaluations
5. Hold resident semi-annual evaluation (after CCC meets)
6. Some programs may hold a preliminary match meeting to gauge where the program is in terms of recruitment and what, if anything, may need to be done in January
7. Run duty hour report

**JANUARY**

1. Focus on recruitment this month
2. Send out evaluations
3. Begin re-appointment process for residents
4. Begin training license renewal; check due dates and when applications are opened
5. Finalize program quota for NRMP
6. Finalize rank order meeting; prepare information requested
7. ACGME resident and faculty surveys begin this month. Check your RC for specific time frames for your program
8. Follow up on outstanding evaluations
9. Run duty hour report

**FEBRUARY**

1. Finalize and submit rank order list. Note process and dates for match week, including SOAP protocol.
2. Send out evaluations
3. Notify residents if contracts with not be renewed
4. Follow through with re-appointment activities
5. Work on rotation schedule for next year
6. Check your RC for specific time frame for specialty surveys; monitor completion rates
7. Follow up on outstanding evaluations
8. Run duty hour report

**MARCH**

1. Match week for the NRMP.
2. Send out evaluations
3. Begin orientation planning
4. Follow through with re-appointment activities
5. Contact matched applicants; GME sends new resident packets
6. Review any resident checklists for incoming and graduating residents
7. Begin scheduling curriculum for next academic year
8. Check your RC for specific time frame for ACGME surveys; monitor completion rates
9. Follow up on outstanding evaluations
10. Run duty hour report

**APRIL**

1. Continue onboarding processes for new residents
2. Send out evaluations
3. Continue orientation planning
4. Follow through with re-appointment activities
5. Review any resident checklists for incoming and graduating residents
6. Schedule CCC for May
7. Look at times for resident semi-annual evaluation
8. Confirm graduation date and activity
9. Follow up on outstanding evaluations
10. Review and update goals and objectives
11. Review and update policies and procedures
12. Rotation schedules for next academic year should be close to final
13. Set up residency management system with new residents
14. Notify GME of graduating residents
15. Run duty hour report

**MAY**

1. Continue onboarding processes for new residents
2. Send out evaluations
3. Orientation activities finalized
4. Review any resident checklists for incoming and graduating residents
5. Prepare CCC and resident semi-annual information packets
6. Finalize times for resident semi-annual evaluation (after CCC)
7. Follow up on outstanding evaluations
8. Finalize rotation schedules for next academic year
9. Graduation activities finalized
10. Run duty hour report

**JUNE**

1. Conduct CCC; report Milestones
2. Conduct resident semi-annual evaluation; ensure graduating residents have appropriate documentation for graduation and board eligibility (Final Evaluation)
3. Finalize rotation schedule
4. Finalize departmental orientation
5. Hold graduation; process separation paperwork
6. Send out evaluations
7. Follow through on evaluations
8. New residents attend hospital orientation
9. Finalize any program changes; ensure all are aware
10. Ensure new residents have all required documentation to start on time
11. Ensure graduating residents have completed all required activities to separate from the program successfully
12. Run duty hour report